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5 October 1953

**MEMORANDUM FOR:** Deputy Director of Central Intelligence

**THROUGH:** Deputy Director (Intelligence)

**SUBJECT:** Prohibition Against Reproduction of  
Classified Intelligence Documents

**PROBLEM:**

1. To summarize practices of prohibition against reproduction of classified intelligence documents in the intelligence community imposed by or affecting this Agency and to make recommendations to the DDCI for his use should he discuss this question with the intelligence chiefs.

**DISCUSSION:**

2. Executive Order 10290 of September 1951 prohibits the reproduction by an agency of another agency's security information classified Top Secret and Secret without consent of the originating agency.

3. Within this Agency [redacted] prohibits reproduction of Top Secret and registered documents other than as approved by OCD to meet internal CIA requirements. Secret security information was omitted from this requirement. The purpose here is to protect the accounting systems which require copy numbers. Obviously, should uncontrolled reproduction be permitted, the accounting would be useless. Historically, the authority to reproduce was derived from the NSCIDs which require the production of intelligence. In order to produce intelligence, it is necessary to have sufficient copies in the hands of the staff.

4. All Top Secret and registered documents and all other material requiring specific accountability when reproduced are

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posted in a central record maintained by the CIA Top Secret Control Office (OCD). All other material may be reproduced on a decentralized basis to meet specific needs within CIA. In practice, whenever possible and in order to reduce the workload on reproduction facilities, the originating offices are requested to supply extra copies.

5. The preceding paragraph sets forth the official Agency reproduction practices. As [ ] does not prevent offices from imposing restrictions on reproduction certain CIA offices restrict the reproduction of their material as follows:

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b. CIA cables cannot be reproduced without permission from the Cable Secretariat in order to preserve the copy accounting system (similar to TS accounting) followed by the Cable Office and provide additional protection against further dissemination of sensitive cables.

6. The Department of State prohibits reproduction of the following (except by the Department or with specific Departmental permission by LD/CD):

- a. All Department of State cables including SS cables.
- b. Certain other sensitive reports.
- c. Various individual documents such as documents received from other governments.

In practice, these restrictions are altered to meet internal needs for State materials.

7. The Department of Defense requires, by Secretary of Defense Directive, that there be no reproduction of their material classified Top Secret or Secret. They require this because the same directive places both Top Secret and Secret in a copy-by-copy accounting system.

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However, our Liaison Division has arranged to sign for a usually sufficient number of copies on behalf of the recipients within this Agency. Where certain information reports must be distributed further than the amount received permits, LD/CD has arranged for reproduction of the material as necessary and effects that distribution within the Agency.

**CONCLUSION:**

8. It is the opinion of the offices concurring in this memorandum that the foregoing practices are sound and that under them there exists no problem that has come to their attention.

**RECOMMENDATION:**

9. That no action is required.

**JAMES Q. REBER**  
Assistant Director  
Intelligence Coordination

**CONCURRENCES:**

25X1 [redacted] Cable Secretariat (with the advice of Commo) OCI and OSI have concurred; ONE has no comment.

OIC/JQR:lb (5 October 1953)

**Distribution:**

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O & 1 - EDCI  
1 - DD/I  
1 - Dir/BO  
1 - AD/CD  
1 - AD/RR  
1 - AD/O  
1 - Chief, [redacted]  
1 - Cable Secretariat  
1 - AD/CI  
1 - AD/SI  
1 - AD/NE

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